



Troop Cookie Program: Step by Step for Leaders

- Ensure troop checking account is open with two unrelated background checked volunteers as signers: [Troop Banking Package](#)
- Fill out the necessary forms: [ACH Debt Authorization](#) and [Agreement to Assume Debt](#)
- All Troop Leaders and Product Program Managers sign up for and take: [Cookie Rookie](#) (new troops) OR [Cookie Refresher](#)
- One Leader orders [Cookie Kit](#)
- Bookmark [Cookie Seller Resources](#), [GSSEM - Product Program Support](#) on Facebook and [GSSEM Product Programs](#) on Rallyhood
- Hold a [Family Cookie Meeting](#) to distribute order cards and other materials from Cookie Kit. If additional materials are needed, print off from [Cookie Seller Resources](#)
- Log in to [eBudde](#) when welcome emails go out around December 16, 2025 to verify your troop roster is correct. Only registered girls may be added to eBudde. If a girl is missing from your roster, please email productsales@gssem.org
- December 16, 2025 - Girls can begin taking early online orders through [Digital Cookie](#) once parent sets up girl site. Leader will set up Troop Site.
- January 6, 2025: Cookie Program officially begins; girls can begin taking orders on their Order Card from family and friends
- January 19, 2025: [Big Game Booth](#) application due
- January 25, 2025: Cookie Rally event. Event will be posted on gssem.org/calendar and gssem.org/events to register
- January 26, 2025: The Girl Delivery option in [Digital Cookie](#) will pause
- January 27, 2025: Mall booth reservations open in [eBudde](#) at 7pm
- January 28, 2025: Booth reservations open (limit 2 total) in [eBudde](#) at 7pm
- January 29, 2025: All booths open for reservation (no limit) in [eBudde](#) at 7pm

Troops may add and drop booths as needed in [eBudde](#)

- Give date to families to give leaders paper order card totals for leaders input in [eBudde](#) by troop deadline of January 30, 2025. *Do not collect original order cards, families will need them to distribute to customers. Let families know when payment for Initial Orders is due.*
- January 30, 2025: Troop Initial Cookie, Delivery Selection and Initial Rewards order due in [eBudde](#) by 11:59 PM.
- January 31 – April 4, 2025: Goal Getter Cards are used to gather additional orders, which can be picked up at Cookie Cupboards starting on February 13



- February 2, 2025: Girl Delivery will resume in [Digital Cookie](#)
- February 3, 2025: Big Game Booth pick-up for those troops selected
- February 6, 7, 8, 10, 11, 2025: Troop cookie pick-up for Initial Orders - All drivers get in line together in EMPTY vehicles. Delivery tab in [eBudde](#) will suggest needed vehicles.
- Troops will distribute cookies ordered on Initial Order to families. Families must have filled out [Product Sales Program Parent Permission to Agreement to Assume Debt](#)
- Provide receipts to families for cookies received and payments submitted.

Leaders deposit checks and cash regularly throughout cookie sale, after weekend booth and after parent payments, so all monies are available for ACH sweeps.

- February 8, 2025: Big Game Booth Day for those troops selected
- February 13, 2025: Cookie Cupboards open. Order cookies on Transactions tab in [eBudde](#) by 10 PM Sunday nights for pickup at Cupboards that week. Orders after deadline please contact Cupboard Manager for volunteer cupboard or productsales@gsssem.org for Service Center Cupboards.
- February 14, 2025: Booth sales begin. Remember to make regular deposits to the troop account!
- February 17, 2025: Families should be directed to have paid for Initial Orders by this time and deposits made on this date so that checks will be cleared by February 21.
- February 21, 2025: Funds must be available in the troop bank account (checks cleared) for Initial Order ACH Sweep

The GSSEM Finance Department will have all of the calculations for the first ACH sweep completed by Thursday, February 21, 2025. If you would like to know the exact amount of your troop's first ACH sweep, please send an email to gsssem-finance@gsssem.org; subject line: "IO ACH Sweep Amount - Troop 12345" (your troop number) after February 21, 2025.

- February 26, 2025: Initial Order ACH sweeps begin; \$2.50 of every Initial Order package due

If you want to get an estimate of what might be due for IO ACH Sweep: an example of the calculation is:

- Number of boxes on IO - 1,000
- Multiply by \$2.50 - \$2,500
- Subtract out Total DOC Payments (Girl Delivered Only as of February 14, 2025) - \$2,000
- Balance owed of \$500 will be set up for ACH Sweep on February 26, 2025

After the Initial Order ACH sweep, bi-weekly ACH sweeps will be done for troops with a balance of \$5,000 or more owed to GSSEM. Troops will be notified three business days before the sweep is set to take place. Troops will not be able to get additional cookies from the Cookie Cupboard until an ACH sweep is completed.

- March 13, 2025: Mixed cookie case pickups available in cookie cupboards - 12 boxes any variety to fill a case.
- March 13, 2025: Cookie Exchange opens in [eBudde](#). Troops may offer extra cookies to transfer out or request cookies from other troops to transfer in.
- April 2, 2025: The Girl Delivery option in Digital Cookie will turn off for the remainder of the season.
- April 4, 2025: Cookie Cupboards close
- April 6, 2025: Booth sales end. Reach out to parents for Final Reward selections.



- April 9, 2025: All girl orders keyed and Troop Final Reward Order due in [eBudde](#)
- April 11, 2025: If you have parents/guardians or customers who owe the troop money and you have not been able to collect it, complete an [Unpaid Parent Account Form](#) for each person who owes. This should be done as quickly as possible. Unpaid Parent Forms must be submitted to gssem-finance@gssem.org by 4 PM on April 11, 2025. Late forms will not be accepted.
- April 18, 2025 : The remaining balance must be available in the troop bank account (checks cleared) for Final ACH Sweep
- April 21, 2025: Final ACH sweep of 2025 Cookie Program

The final ACH sweep will be for your troop's full balance due to GSSEM for the 2025 Girl Scout Cookie Program. This can be reviewed on the "Sales Report" tab of your troop dashboard in eBudde. For any questions regarding your troop's final ACH sweep, please email gssem-finance@gssem.org

- Mid-May 2025: Rewards available to troops, plan a celebration early to mid-June

For the quickest response to inquiries, please email: productsales@gssem.org

